User Guide

OMBEA Response 360™

ver. 1.1.0 for Mac

OMBEA

Thank you for choosing an Audience Response System from OMBEA.

Please visit www.ombea.com to get the latest updates for your system.

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CE ResponsePad™ and ResponseLink™ have been tested and are in compliance with the following EC directives:

EN 300 328
EN 300 328
EN 301 489
EN 60950-1
EN 55022
EN 55024

For further information and for a declaration of conformity, please contact OMBEA support.

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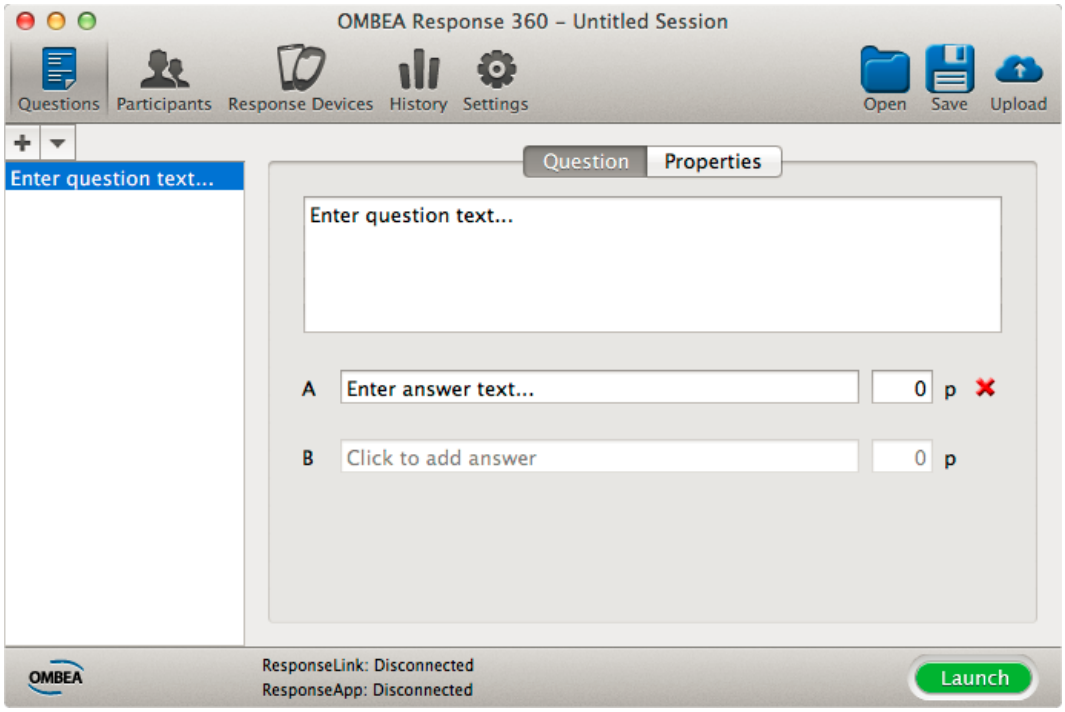
Chapter 1.

Main window

When you start OMBEA Response 360 you'll see the main window. Here you have tabs for all the tools you need to work with your sessions.



Tip: You can show or hide the main window by pressing the keyboard combination ⌘ + 1.

Chapter 2.

Question List

You can prepare a list of questions you intend to pose during your session. The question list can also be saved as a file for future use.

Adding and deleting questions

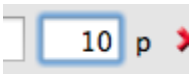
Adding a question
Type in the question you wish to pose by clicking on *Enter question text...*

Adding answer options
Add an answer option by clicking on *Enter answer text...*

Add further answer options
Add another answer option by clicking on *Click to add answer.*

Deleting an answer option
Delete an answer option by clicking on the red cross symbol.

Assign points to answer options
Assign points to an answer option by filling in the points in the box to the right of the response text.



Adding a question
You can add more questions by clicking on the addition sign.

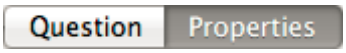
Deleting a question
1. Highlight the question(s) you want to delete in the list on the left.
2. Click on the highlighted questions and select *Delete.* You can also use the *back* or *delete* buttons on your keyboard.

Copying questions
1. Highlight the question(s) you want to copy in the list on the left.
2. Click on the highlighted questions and select *Copy.* You can also use the keyboard combination ⌘+C.
3. Click on the list and select *Paste*. You can also use the keyboard combination ⌘+V.

Moving questions
1. Highlight the question(s) you want to move in the list on the left.
2. Drag the question(s) to the new position.

Properties

Each question has certain properties associated with it.



1. Highlight the question you wish to set properties for in the list on the left.
2. Select the *Properties* tab.
3. Change one or more of the question properties.

Grouping participants

You can group participants dynamically by their selected answer option to a question by selecting *Properties* and checking the box marked *Grouping*. Analyse the group results afterwards in the Group report.

Edit the number of allowed responses per participant

If you want to change the number of responses each participant may give per question, select *Properties* and then change *Responses per participant* to the required number.

How ResponsePad users can erase all their responses for a question where multiple responses are allowed. Participants can erase their response sequence by pressing the button for an answer option that isn't available, or by submitting more than the allowed number of responses. Both these actions will result in a flashing red light on the participant's ResponsePad, indicating that their response sequence has been erased.

Allowing duplicates

To enable participants to select the same answer option more than once for a question which allows multiple responses, select *Properties* and check the box marked *Allow duplicates*.

Priority ranking

A priority ranking question allows participants to rank the answer options by submitting multiple responses to the question. The answer options are scored based on the response weights shown in the table below.

Order	Weight
First response	10
Second response	9
Third response	8
Fourth response	7
Fifth response	6
Sixth response	5
Seventh response	4
Eighth response	3
Ninth response	2
Tenth response	1

To enable priority ranking select *Properties* and check the box marked *Priority Ranking*.

Anonymous questions

To disable registration of each participant's Device ID during polling, select *Properties* and check the box marked *Anonymous*.

Creating and saving question lists

Adding a question list

You can import all the questions from an already existing question list by selecting the menu option *Add question list*, and browsing to the question list you wish to import.

Saving a question list

You can export the question list from the session for later reuse, by selecting the menu option *Save Question list*.

Chapter 3.

Participants

Under the Participants tab all the tools needed to manage the session participant list are found. You only need a participant list if you want to track the responses of individual participants.

Using the Participant Manager

Adding a column

1. Click Add Column
2. In the dialogue box that appears, give your column a name, for example 'First name', 'Surname', 'Address' or 'ID Number'.

Deleting columns

1. Highlight one or more adjacent columns that you wish to delete.
2. Open the *Edit* menu and select *Delete*. You can also use the *back* or *delete* buttons on your keyboard.

Adding participants

You can add participants by clicking on *Add Participant*. This will insert a new row at the bottom of the list.

Deleting participants

1. Highlight the rows for the participants you wish to delete.
2. Click the *Remove Participant* button. You can also use the *back* or *delete* buttons on your keyboard.

Adding a participant list

You can import all the participants from an already existing participant list by clicking the *Add Participant List* button and browsing to the file with the participant list you wish to import.

Saving a participant list

To save your participant list, click the *Save to File* button.

Changing column names

1. Double click on the header row of the column you wish to change the name for.
2. Type in the new name in the dialogue box that appears.

Sort by column

You can sort your participant list by a specified column by clicking on the header row for that column. Click on the column header row once again to change the sort direction.

Participant ID

Participant ID is a unique identification number for each participant. OMBEA Response 360 generates these numbers automatically.

Device ID

Device ID is a unique identification number for each response device located on the back of the ResponsePad device alternatively in the status field for ResponseApp. Thanks to the unique Participant ID you can change response devices during a session without losing the connection to past results. You can fill out the cell for the Device ID in two different ways:

A Automatically, by selecting the participant for whom you want to enter a Device ID and press a button on the response device that you want to connect the participant to. The Participant Manager then automatically fills the correct cell and jumps down to the row below.
B Manually, enter the Device ID by editing each cell.

Chapter 4.

Response Devices

Configure response devices

Change channel

In order to prevent interference with a nearby OMBEA Response system press *Configure* and change channels.

Note: After changing the channels, the ResponsePads must be synchronized. See synchronize and update.

Synchronize and update

When the channels have been changed synchronization is required.

To synchronize the devices:

1. Click on *Configure* and press *Start Synch*.
2. In order to synchronize a ResponsePad device, press the yellow button for 5 seconds. A yellow LED light starts flashing which indicates the ongoing synchronization.
3. A successful synchronization is indicated by an LED showing green light on the ResponsePad device.
4. When all the devices have been synchronized, exit the synchronization by pressing on *Stop Synch*.

ResponseApp Manager

In order for ResponseApp users to be able to connect to your session, you first need to login to your presenter account. Login to your presenter account by pressing *Configure* and then *Login*. Enter your username and password and press *Login*.

Do not have a presenter account?
Please contact your system administrator or contact OMBEA support.

The user manual for ResponseApp can be found at: www.ombea.com

Configure RemotePad

OMBEA RemotePad is a remote control for OMBEA Response and Response OMBEA 360. This means that you are no longer bound to the computer; you can walk around freely in the classroom and still be able to control the polling.

Button explanation

Corresponds to the right arrow and left arrow on your keyboard.

Start, stop a restart a poll.

Programmable button.

Pair with OMBEA Response

To pair a RemotePad with OMBEA Response, press *Response Devices*, and then click *Pair RemotePad*. Press a button on the RemotePad. The Device ID of the RemotePad is displayed. Press *Save*. The RemotePad is now paired with OMBEA Response.

Change the programmable buttons

The RemotePad device has four programmable buttons. To set what the buttons do, click *Settings* and select the function of each button under the heading *RemotePad*.

Chapter 5.

Settings

Under the Settings tab you can customize OMBEA Response 360 according to your needs.

Settings changes are saved automatically. Settings apply to the user account you are logged in on.

To revert to the original settings, press the Reset All button. To revert the settings for the selected settings category, press the Reset button.

Charts

This section contains settings for customization of the results charts.

Chart colours

Select colors for the answer options in the chart. Click on the color of an answer option; this will open a color palette where you can select a new color of your choice.

Chart values

You can decide whether your chart shows the total number of responses for a particular answer option, or the percentage this represents.

Presentation

This section contains settings for customization of the presentation.

Fonts

Define the font and the font size for your questions and answer options in the Question window.

Window transparency

Define the transparency grade for your question and result windows, as a value between 0% (fully opaque) and 100% (fully transparent).

Chapter 6.

Session management

Saving and opening a session

A session contains a question list, all the results, and may also contain a participant list. When you open OMBEA Response 360 a new session is automatically started. The file extension for a saved session is .orts.

Saving a session

Save your current session by clicking on the *Save* button. You can also do this by opening the *File* menu and selecting *Save session*. When you save a session for the first time a file dialogue box will appear. Give your session file a name and click on *Save*.

Saving as a new session

You can save your current session with a new file name by opening the *File* menu and selecting *Save as New Session*.

Opening a session

Click on the Open button to open an already existing session. Browse to the session file you wish to open and click on *Open*.

Upload your results to OMBEA Connect

OMBEA Connect offers you an easy way to track all the results for classes and individual students over time. Click on the Upload button to upload all the results from a session to OMBEA Connect.

1. Type in the login details for your presenter account.
2. Select session. You can choose whether to upload all the results from your current session, or to upload a session file.
3. Give the session a name.
4. Click on the Upload button.
5. All the session results are now uploaded and can be accessed under the given session name in the session manager on your presenter account.

You can check the *Remember me* box to automatically fill in your login details the next time you upload session results.

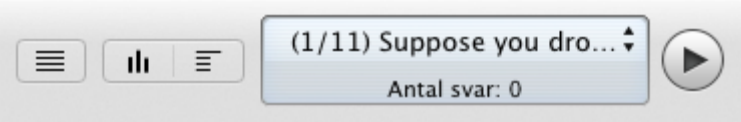
Do not have a presenter account?
Please contact your system administrator or contact OMBEA support.

Chapter 7.

Poll

Open the Poll window

When you wish to begin your presentation, click on *Start* to open the Poll window. If you have prepared a question list, it will now be shown in the Poll window.



Tip: You can show or hide the Poll window by pressing the keyboard combination ⌘ + 2.

Show the Question window

The Question window displays the selected question and the available answer options. You can show or hide the question window by clicking on the *Question window* button.

You can show the question in full screen by clicking on the full screen button in the Question window.

Tip: You can show or hide the Question window by pressing the keyboard combination ⌘ + 3.

Start the poll

Click on the Play button in the Poll window to start the polling.

Close the poll

Click on the Stop button to close the poll. If you have prepared a question list, the next question in the list will now be selected automatically.

Show the Results window

The Results window displays the current result for the selected question. Results are updated automatically during the poll.
You can show or hide the Results window for a question by clicking on the Results window button.

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Tip: You can show or hide the results window by pressing the keyboard combination ⌘ +4.

Jump to a question

Jump to a particular question by selecting it in the list in the Poll window.

Pose a spontaneous question

Pose a spontaneous question by selecting *Empty* at the bottom of the list in the Poll window.

Show the results for a previous question

1. Open the menu button in the Poll window and then select *Show history*. The History tab will now open in the Main window.
2. Click on the Question window button next to the question to display that question in the question window. Click on the Results window button next to the question to display the results for that question in the Results window.

Chapter 8.

History

The History tab shows all the questions that have been posed during the session.

Managing results

Show the results window for a question

You can show or hide the Results window for a question by clicking on the button Results window next to question.

Show the Question window for a question

You can show or hide the Question window for a question by clicking on the button Question window next to question.

Deleting a question

To delete a previously posed question from the session history, click on the red cross to the right of the question.

Clear session history

To delete the results for all previously posed questions from the session history, click on *Clear History*.

Generate a report

By generating reports you can visualize and analyse the results saved in the session history.

To generate a report, press *Reports* and select the report you want to generate.

Question Report

The Question Report contains the following information for each question in the session:

- Answer alternatives.
- Number of responses per answer alternative.
- Percentage of responses per answer alternative.
- Column chart showing the results.

Requirements: none.

Scoring Report

The Scoring Report contains the following information for each question in the session:
• Number of responses.
• Achieved average score.
• Assigned max points.

The Scoring Report contains the following information for each participant:
• Answer to each question.
• Score for each question.
• Color code: Red = min score (usual 0 p). Green = highest score. Yellow = other scores.
• Total session score.

Requirements: the session contains scored questions.

Question Analysis Report

The Question Analysis Report contains the following information for each question in the session:
• Answer alternatives.
• Highlighted corrected answers.
• Number of responses per answer alternative.
• Percentage of responses per answer alternative.
• Difficulty index.
• Discrimination index.
• Column chart showing the indices.

The difficulty Index (D) measures the proportion that answered correctly. D varies between 0 and 1. D = 1 indicates that the question is considered to be very simple, while D = 0 indicates that the question is considered to be very difficult.

The discrimination index (DI) measures how well the question distinguishes participants with high total scores from participants with low total scores. DI varies between -1 and 1. A negative DI indicates that participants with low total scores are more likely to answer the question correctly than participants with high total scores, suggesting that the question should be modified. A positive DI indicates that participants with high total scores are more likely to answer the question correctly, suggesting that the question is well formulated.

T_U: $The\ group\ of\ participants\ with\ the$ 25% $highest\ total\ score.$
T_L: $The\ group\ of\ participants\ with\ the$ 25% $lowest\ total\ score.$
R_U: $The\ number\ of\ participants\ from\ T_U\ who\ answered\ the\ question\ correctly.$
R_L: $The\ number\ of participants\ from\ T_L\ who\ answered\ the\ question\ correctly.$

$$D = \frac{R_U + R_L}{T_U + T_L}$$

$$DI = \frac{R_U - R_L}{0.5(T_U + T_L)}$$

Requirements: the session contains none anonymous questions and answer alternatives with assigned points.

Group Report (percentage)

The Group Report contains the following information for each question in the session:

• Percentage of participants in each group who answered a certain answer alternative.

Requirements: the session contains static or dynamic groups.

Group Report (count)

The Group Report contains the following information for each question in the session:

• Number of participants in each group who answered a certain answer alternative.

Requirements: the session contains static or dynamic groups.

Participant List with Total Score

The Participant List with Total Score contains the following information for each participant:

• A field showing the total score.

Requirements: the session contains scored non-anonymous questions.

Participant List with Total Score and Grades

The Participant List with Total Score and Grades contains the following information for each participant:

• A field showing the total score.
• A field showing the grade based on provided limits.

The Participant List with Total Score and Grades contains the following information for the session:

• A pie chart showing the percentage of participants who achieved each grade.

Requirements: the session contains scored non-anonymous questions.

Participant Report

The Participant Report contains the following information for each participant:

• Answer to each question.
• Score on each question.
• Column chart showing the total score compared to the average score.

Requirements: the session contains scored non-anonymous questions.

Question List

The Question List contains the following information for each question:

• Answer alternatives.

Requirements: none.

Participant List

The Participant List contains the following information for each participant:

- Participant ID
- Device ID
- Other fields present in the Participant List Manager.

Requirements: the session contains non-anonymous questions.

Chapter 9.

Troubleshooting

By following the troubleshooting procedure below you will be back on track as soon as possible.

I have problems with OMBEA Response 360.
Step 1 Restart the computer and then start OMBEA Response 360.

Step 2 If the problem is not resolved or if the problem reappears, please contact Support at support@ombea.com or +46(8)-57239010.

There is no contact with OMBEA ResponseLink.
Step 1 Disconnect OMBEA ResponseLink.

Step 2 Wait 15 seconds.

Step 3 Connect OMBEA ResponseLink to a different USB port.

Step 4 If the problem persists: Restart the computer and try again.

Step 5 If the problem persists or if the problem reappears, please contact Support at support@ombea.com or +46(8)-57239010.

Chapter 10.

Terms and conditions

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